Control Room Logbook (CRL)
Quick Reference Card (Generic)

Getting Started with CRL

Get started with the CRL application interface.

Contact your CRL administrator to obtain a CRL account.

Change your CRL password when you use CRL the first time. See **CHANGE PASSWORD** under **THE CRL TOOLBAR**, below.

Log in to CRL at start of shift, and log out at end. See **LOG IN/LOG OUT** under **THE CRL TOOLBAR**, below.

The CRL Toolbar

The column of buttons on left side of CRL window.

LOG IN/LOG OUT	Log in (CRL username and password required), and log out self or other user(s). For "password and PIN" login method, also enter a PIN of at least 4 characters. You may enter a different one each time you log in.
ENTRY SIGNERS	Add/remove logged in users to/from list of logbook entry signers (used with "username and password" login method).
ADMINISTRATOR	Add/activate/delete users (admin password required).
CHANGE PASSWORD	Change your CRL password (4-8 characters).
SEARCH	Query database of archived logbook entries.
THREAD EXPLORER	Bring up the **THREAD EXPLORER** window to access entry threads.
SCHEDULER	Bring up the **SCHEDULER** window to change or terminate autoscheduled entry jobs.
CURRENT SITUATION	Enter "current situation" global message.
PREFERENCES	Select entry header lines to display/hide in container windows.
CHECKPOINT RECOVERY	If you suspect loss of unarchived entries, recover them here.
ABOUT LOGBOOK	View information about the CRL application.
EXIT LOGBOOK	Exit the CRL application.

Create Logbook Entries in CRL

Select an appropriate category and topic to open the corresponding input container window. Create entry. Entry header appears in RED.

1. Select a desktop page from the page tabs at top of CRL window.

2. Open an input container:

- If one or more are open by default, click on one to select it.
- Otherwise, select container category and topic from drop-down menus.

Select an appropriate category and topic to open the corresponding input container window. Create entry. Entry header appears in RED.

3. Select entry type and create entry in one of three ways:

- Select target container then double-click button on Logbook Entry Toolbar (at right-hand side of desktop). See **LOGBOOK ENTRY TOOLBARS**.
- Drag Logbook Entry toolbutton into target container.
- Double-click inside target container (if configured).

4. Add information to entry.

5. Archive entry when complete.
Note: Any logbook entry that remains unarchived longer than 2 hrs will generate a prompt to archive or delete. Prompt repeats every 25 min. These intervals are set by default; your CRL admin may change them.

Logbook Entry Toolbars

Logbook entry toolbars run down right-hand side of desktop pages. The toolbutton names vary by experiment; those shown here are examples. See "Create Logbook Entries in CRL" for instructions on creating an entry using toolbar buttons.

• **TEXT**	Type in text at cursor and/or insert date&time, image, or text from file.
• **ROOT DATA**	In dialog box, enter name of ROOT output file, or browse for it. File is dropped into container.
• **ATTACH FILE**	In dialog box, enter name of an application output file of any type, or browse for it. File is dropped into container.
• **EXECUTE**	In dialog box, enter an OS command. Command output is dropped into the container.
• **IPEN**	In dialog box, enter the COM Port, open it, and draw your picture on the tablet. Save, and drawing is dropped into the container.
• **FORM**	Fill out the form.

Create Image File from Screenprint

Capture image of window for subsequent inclusion into CRL entry. Save image file as gif or jpg. (UNIX prompt shown below as %)

Setup the UPS product imagemagick: % setup imagemagick [version]

To capture a window on CRL "home" machine:
% cd /path/to/CRLfiles
% import -delay <n> <filename>.<ext>
Within <n> seconds, click twice on desired window. Image file is saved in directory from which "import" command is issued.

Log into remote machine using ssh:
(If no ssh, run "xhost <CRL home machine>" on remote host.)
(on CRL home machine) % cd /path/to/CRLfiles
(on CRL home machine) % import -display <remoteHost>:0.0 <file>.<ext>
(on remote machine) Click twice on desired window.
Image file saved in directory from which "import" command is issued.
To view image: % xv [&]

To view image: % xv [&]

Select Logbook Entry(ies) in Container Window

select an entry	Click	Click once in the entry's header.
deselect single entry (only one entry selected)	Click	Click once in the entry's header.
deselect single entry (only one entry selected) and select different entry simultaneously		Click once in the header of the new entry.
select multiple entries	<Ctrl>-click	Select the first entry as described above, then press the <Ctrl> key and click once in the header of another entry. Continue for additional entries
deselect one of multiple selected entries	<Ctrl>-click	Press the <Ctrl> key and click once in the header of entry to deselect.
select all entries in container		**ENTRIES** menu > **SELECT ALL ENTRIES** This selects non-archived and archived entries.
deselect all selected entries		**ENTRIES** menu > **UN-SELECT ALL ENTRIES** Or 2 single clicks in selected header.

Edit and Archive Logbook Entries from CRL

Any logbook entry that remains unarchived longer than 2 hrs will generate a prompt to archive or delete. Prompt repeats every 25 min.

select text/image in an entry		Position cursor and drag over text.
select all text/ images in an entry	Ctrl-a	Position cursor in body of desired entry. Select all manually, or click **EDIT** menu > **SELECT-ALL**
cut text/image	Ctrl-x	Select item, click **EDIT** men**U** > **CUT-TO-CLIPBOARD**
copy text/image	Ctrl-c	Select item, click **EDIT** me**NU** > **COPY-TO-CLIPBOARD**
paste text/image	Ctrl-v	Position cursor, click **EDIT MENU** > **PASTE-FROM-CLIPBOARD**
change font family		**FONT** menu **> FAMILY**
change font style	Ctrl-i *italic* Ctrl-b **bold** Ctrl-u <u>underline</u>	**FONT** menu **> STYLE** (Click the style again to toggle back to normal font.)
change font size		**FONT** menu **> SIZE**
change font color		**FONT** menu **> COLOR**
insert image from file	F9	Place cursor in entry. **INSERT** menu **> IMAGE > FROM A FILE**
insert image from URL	F8	Place cursor in entry. **INSERT** menu **> IMAGE > FROM A URL**. Type full URL.

insert text from file	Ctrl-o	Place cursor in entry. **INSERT** menu **> TEXT > FROM A FILE**.
insert text from program	Ctrl-e	Place cursor in entry. **INSERT** menu **> TEXT > FROM A PROGRAM**.
replace text with program output	Ctrl+Alt-A	Place cursor in entry. **INSERT** menu **> TEXT > REPLACE ALL TEXT WITH OUTPUT FROM A PROGRAM**.
undo previous operation	Ctrl-z	**EDIT** menu **> UNDO <OPERATION>** Repeat n times to undo last n operations in stack.
redo "undone" operation	Ctrl-y	**EDIT** menu **> REDO <OPERATION>** Repeat n times to redo last n "undo" operations in stack.
add keyword(s) to entry		Click on 🗝WORDS . Select from the left-hand list of attachable keywords and click **ADD=>**. You can add multiple keywords at a time.
add global keyword(s) to entry		Click on 🗝WORDS ; click **GLOBAL KEYWORDS**. Select from the left-hand list of keywords and click **ADD=>**. You can add multiple keywords at a time.
remove keyword(s) from entry		Click on 🗝WORDS ; select from the right-hand list of attached keywords and click **<=REMOVE**. You can remove multiple keywords at a time.
archive selected entry(ies)		**ENTRIES** menu **> ARCHIVE SELECTED ENTRIES**
archive all entries in container	Ctrl-s	**ENTRIES** menu **> ARCHIVE ALL NON-ARCHIVED ENTRIES IN THIS TOPIC**
remove selected entry(ies)		**ENTRIES** menu **> REMOVE SELECTED ENTRIES** (Archived entries are removed only from view, they remain in the database. Non-archived entries are deleted.)
remove all entries from container		**ENTRIES** menu **> REMOVE ALL ENTRIES IN THIS TOPIC** (See note above.)
send selected entries	F8	**ENTRIES** menu **> SEND SELECTED ENTRIES TO MAIL RECIPIENT**
send all entries	Ctrl+Shift-s	**ENTRIES** menu **> SEND ALL ENTRIES TO MAIL RECIPIENT**
view container category		**CHECK CATEGORY**

Attach Same Message to All Upcoming Entries

> The Current Situation button is used to turn a global message on and off. Once set, the message is included with all future entries of all types in local CRL installation.

To set a message	Click **CURRENT SITUATION** button. Type in message, then click **OK**.
To change the message	Click **CURRENT SITUATION** button and edit the message. Click **OK**.
To turn off the message	Click **CURRENT SITUATION** button. Choose **TERMINATE CURRENT SITUATION**.

Thread Entries

> Logbook entries pertaining to a particular issue can be linked via a "thread". Manipulate threads in THREAD CONTAINERS and INPUT CONTAINERS, as noted below.

create new thread	**THREAD EXPLORER > NEW THREAD** (or from input or thread container: **ADD SELECTED ENTRIES TO A THREAD**)
view a thread	**THREAD EXPLORER**: select thread and drag it to thread container
sort entry(ies) in a thread	thread container: **SORT** menu
add entry(ies) to a thread	input or thread container: **ENTRIES** menu **> ADD SELECTED ENTRIES TO A THREAD**
select entry(ies) in a thread	thread container: Ctrl-click individual entries, or **ENTRIES** menu **> SELECT ALL ENTRIES**
send entries in a thread	thread container: **ENTRIES** menu **> SEND ... ENTRIES TO MAIL RECIPIENT**
delete existing thread	**THREAD EXPLORER**: select thread and click **DELETE THREAD**

Recover Checkpointed Entries

> Logbook entries are periodically checkpointed to protect against data loss. Once CRL is back up after a disruptive event, you can recover the lost entries.

Click the **SEARCH** button (on the CRL toolbar) to bring up **CHECKPOINT** window.

Open a checkpoint container or input container for which category/ topic matches that for entry(ies).

On **CHECKPOINT** window, select desired entry(ies) and drag them to target container. Then edit and archive as desired.

Autoscheduled Logbook Entries

> Use SCHEDULE CONTAINERS to schedule and automate Logbook entries from a periodically updated file.

Drag-and-drop a logbook entry toolbar button into schedule container. Use only data types that require no operator input.

A **Schedule** window pops up in which to set up the job parameters. Fill in values and click **OK**.

Search, View, Annotate Entries from CRL

> Query database to retrieve archived entries. Use a REPORT CONTAINER to view and annotate them (if INPUT CONTAINER used, it filters on its category/topic).
> Note: Printing is not enabled in CRL; print entries from Web interface.

Search and view archived entries:

Click the **SEARCH** button (on the CRL toolbar at left). This brings up a window with two tabs:

• **INQUIRIES**	Set one or more filters for searching the database. You can configure your inquiry, execute it, save results, save the inquiry for future use, restore and edit inquiry. To view results, drag the **FOUND** <n> button to a report container.
• **LOGENTRY EXPLORER**	Search the database by year, month, day, or hour and by category/topic. Within the selected time window, optionally confine the search to a particular data input category and/or topic. Drag entry(ies) to a report container to view them.
Annotate an entry	Add a note to an archived entry. Scroll to entry and click **ANNOTATE** button on entry. Enter text, and click **COMMIT ANNOTATION**.
View annotation	Click **REFRESH** button on entry (all annotations made on entry appear).